MKE/LAX Cross-Calculation Overview

1. When MKE/LAX chart is available for cross-calculating, follow the normal process of cross-calculating using the checklist.
   1. Note: when entering data into the Scoring Re-Check spreadsheet, be sure to enter a 1 under the MKE/LAX column. This indicates the chart is from Milwaukee or La Crosse. (I added this data to make a pivot table that shows MKE & LAX charts that need review).
2. Continue the usual process of the chart until it has been scanned. Make sure the checklist is in the chart when scanning.
3. Once the chart has been scanned, coordinators in Milwaukee and La Crosse will be able to see the whole chart and the checklist.
4. Using Adobe Pro, coordinators can view the checklist, make edits to the checklist, and update the codebook.
5. Once an MKE/LAX tester has done this, they can add a 1 under “If MKE/LAX, chart updated”. This will remove that chart from the “MKE-LAX Charts to Review” sheet. Additionally, if I student had an error, they can write this correction under the column labeled “Comments for Students”. This correction will then appear in the sheet labeled “Comments for Students”.
6. Once the correction has been made, someone will need to update the database. This would most easily be done by a coordinator. However, these corrections are often time consuming, so I could figure out a way to have the students do it.
7. For feedback, students can go to the “Comments for Students” sheet and filter it to be feedback for them within the past few months.